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WORK TO BE PERFORMED BY THE CIA ARCHIVIST

The CIA Archivist and/or his Deputy must have a professional knowledge of Archival principles and techniques as well as a thorough and comprehensive knowledge of the mission and functions of CIA and all its organizational elements down to the lowest level. He must know of and understand all the programs initiated by the Agency and how they tie in with the objectives of CIA, NSC, and the Intelligence Community, as well as the entire U. S. Government objectives and those of our Allies in Foreign Countries. His job is made more difficult and complex by the CIA Charter to accomplish many of its assigned missions so covertly and under such deep cover as to make it possible for the U. S. Government to claim that it is not aware of any such activity.

In carrying out the above responsibilities the Archivist must:

1. Maintain close and constant liaison with his contacts in all the organizational elements of the Agency so as to learn as soon as possible of any new programs that will effect the creation of records that must be retained as Archival records.
2. Assist in the preparation of Records Retention Plans and establish procedures to insure that records described therein will be sent to the CIA Archives in an orderly and timely manner.
3. Coordinate with the CIA/RAO in the review of Records Control Schedules to insure that records created are not inadvertently destroyed as temporary when they should in fact be retained as Permanent.
4. Convey to all personnel responsible for the creation of records that they have a responsibility to recommend to the professionals in the Records Management Program and the Archivist as to the value they consider the records to have, but that they do not have the authority to authorize destruction nor to destroy any official records of the Agency.

5. Review, screen out valueless documents, and accession the remaining records into the Archives in an arrangement that will not destroy their evidential or information value and will facilitate any future research at any time.

6. Prepare "finding aids" such as guides, inventories, lists and catalogs as necessary to inform users and searches of the existence of records that contain information of value to them.

7. Develop and maintain controls to insure that any person seeking access to any record has the proper clearance and the "need to know" the information the record contains.

8. Keep abreast of all the latest techniques in the preservation and rehabilitation of records either through repair, microfilming, or photocopy.

9. Arrange and exhibit models and unique gear or equipment to acquaint future employees about the Agency's past.